



**CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)
MISUSE INVESTIGATION REPORTING**

<div style="border: 1px solid black; padding: 2px; text-align: center;">2018</div> <i>Calendar Year</i>	<div style="border: 1px solid black; padding: 2px;">Department of Veterans Affairs Police</div> <i>Agency Name or Qualifying Sub-Unit of a Non-LE Agency</i>
<div style="border: 1px solid black; padding: 2px; text-align: center;">4/24/2019</div> <i>Date</i>	<div style="border: 1px solid black; padding: 2px;">CAVA01000</div> <i>Originating Agency Identifier (ORI) Number(s) – Attach Additional Paper if Necessary</i>

<div style="border: 1px solid black; padding: 2px;">Michael Molitor</div> <i>Name of Person Completing Form</i>	<div style="border: 1px solid black; padding: 2px;">Michael Molitor</div> <i>Name of Agency CLETS Coordinator (ACC)</i>
<div style="border: 1px solid black; padding: 2px;">michael.molitor@va.gov</div> <i>E-Mail Address of Person Completing Form</i>	<div style="border: 1px solid black; padding: 2px;">michael.molitor@va.gov</div> <i>E-Mail Address of Agency CLETS Coordinator (ACC)</i>
<div style="border: 1px solid black; padding: 2px; width: 150px;">(916) 843-9347</div> <i>Phone Number</i>	<div style="border: 1px solid black; padding: 2px; width: 150px;">(916) 843-9347</div> <i>Phone Number</i>

1. Total number of investigations performed related to CLETS misuse: 0

2. Total number of misuse investigations with **NO** misuse found: 0

3. Total number of misuse investigations still pending: 0

4. Total number of **founded** misuse violations from investigations: 0

A. Total numbers for administrative actions taken on founded misuse violations¹:

Counsel	0	Reprimand	0	Training	0	Suspension	0
Resignation	0	Termination	0	Other ²	0	No Action ²	0

B. Total number of criminal complaints filed:

Infraction	0	Misdemeanor	0	Felony	0
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C. Total number of convictions from criminal complaints:

Infraction	0	Misdemeanor	0	Felony	0
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5. How many misuse investigations originated from the following:

A. Private Citizen Complaints	0	B. Internal Within Department	0
C. From Another Agency	0	D. Department of Justice	0

Regardless of whether your agency had any reported misuse, submit this form by February 1 of each year for the previous calendar year. Include the number of investigations performed related to CLETS misuse and include any disciplinary action taken, if applicable. The agency may need to contact their internal investigations department. For additional information please refer to the Department of Justice information bulletin 18-07-CJIS on the California Law Enforcement Web (CLEW).

¹Total number of actions taken may exceed total number of founded misuse violations.
²If any number other than 0 is entered in "Other" or "No Action" it is required that the agency attach documentation that supports the decision. Personal information within the documentation should be redacted or omitted.

California Department of Justice CLETS Administration Section P.O. Box 903387 Sacramento, CA 94203-3870	Phone: (916) 210-4240 Fax: (916) 227-0696 Email: cas@doj.ca.gov
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**CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM
(CLETS) POLICIES, PRACTICES, AND PROCEDURES ACKNOWLEDGEMENT**

California Department of Justice
CLETS Administration Section
P.O. Box 903387
Sacramento, CA 94203-3870
Telephone: (916) 210-4240
Fax: (916) 227-0696

cas@doj.ca.gov

As the head of this law enforcement agency, my signature below certifies that I have received and reviewed the CLETS PPPs; that I agree to conform to the CLETS operating policies and procedures of the California DOJ; and, abide by all California and federal laws regulating the use of information from the CLETS.

It is further agreed that I shall not use any non-criminal history information contained within this database for immigration enforcement purposes as stated in CLETS PPP section 1.6.1. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. 1373 and 1644.

My signature below also certifies my understanding that a violation of these policies and regulations may result in suspension of service or other appropriate disciplinary actions as determined by the CA DOJ, with recommendation from the CLETS Advisory Committee.

AGENCY NAME: Department of Veterans Affairs Police

ORI NUMBER: CAVA01000

ADDRESS: 10535 Hospital Way, Mather CA 95655

AGENCY HEAD PRINTED NAME: Michael Kilburn

AGENCY HEAD TELEPHONE NUMBER: 9168437281

AGENCY HEAD E-MAIL ADDRESS: michael.kilburn@va.gov

AGENCY SIGNATURE: 

DATE SIGNED: 4/24/2019

The signed, completed form shall be returned within 30-days to the CLETS Administration Section via e-mail, facsimile or address identified above.



CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) SUBSCRIBER AGREEMENT

Department of Justice
CLETS Administration Section P.O. Box 903387
Sacramento, CA 94203-3870
Telephone (916) 210-4240
Fax (916) 227-0696
cas@doj.ca.gov

ORI # CAVA01000

County Sacramento

In accordance with Section 15165 of the Government Code, it is hereby agreed that

Department of Veterans Affairs Police

(Name of CLETS Subscribing Agency)

hereinafter referred to as Subscriber, the Subscriber to the California Law Enforcement Telecommunications System (CLETS), will abide by all California and federal laws regulating the use of information from the CLETS; and, conform to the operating policies and regulations of the California Department of Justice (CA DOJ), the Federal Bureau of Investigation (FBI) and the International Justice and Public Safety Network (Nlets). It is further agreed that federal, state or local law enforcement agencies shall not use any non-criminal history information contained within this database for immigration enforcement purposes. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. sections 1373 and 1644.

It is understood by the Subscriber that violation of these policies, regulations and laws may result in suspension of service or other appropriate disciplinary actions as determined by the CA DOJ, with recommendation from the CLETS Advisory Committee. The CA DOJ reserves the right to immediately suspend furnishing criminal offender record information to the Subscriber when either security or dissemination requirements are violated.

It is understood by the Subscriber that it is the responsibility of all city, county, state and federal agencies that use information from the CLETS, are required to participate in the CA DOJ's training programs to ensure all personnel (i.e., terminal operators, peace officers, investigators, clerical, agency management/supervisors, etc.) are trained in the operation, policies, regulations and laws of each file that is accessed or updated. The Subscriber understands that training shall be provided only by the CA DOJ's training staff or another certified CLETS/NCIC trainer. Periodic unannounced site inspections may be performed by the CA DOJ to ensure compliance with the criminal offender record information regulations and CA DOJ policies.



CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) SUBSCRIBER AGREEMENT

ORI # CAVA01000


County: Sacramento

It is further agreed by the Subscriber that the following training requirements will be followed:

1. Initially (within six months of employment or assignment) train, functionally test, and affirm the proficiency of all terminal (equipment) operators (full access/less than full access) by the completion of a Proficiency Examination (or facsimile thereof) to ensure compliance with the CLETS/NCIC policies and regulations.
2. Biennially provide functional re-testing and reaffirm the proficiency of all terminal (equipment) operators (full access/less than full access) by the completion of a Proficiency Examination (or facsimile thereof) to ensure compliance with the CLETS/NCIC policies and regulations.
3. Maintain record of all training, testing, and proficiency affirmation. An individual computerized or written log must be maintained on each full access operator. Such logs may be destroyed three years after the operator is separated from the agency. Training records for less than full access operators, practitioners, administrators, and other sworn/non-sworn law enforcement personnel shall be maintained on a computerized or written group log. Less than full access operator group access logs shall be retained indefinitely by the agency. The examinations may be discarded upon entry of the required information in the appropriate log.
4. Initially (within six months of employment or assignment) all sworn law enforcement personnel must receive basic training in the CLETS/NCIC policy and regulations.
5. Make available appropriate training on the CLETS/NCIC system use for criminal justice practitioners other than sworn personnel.
6. All sworn law enforcement personnel and other practitioners should be provided with continuing access to information concerning the CLETS/NCIC systems, using methods such as roll call and in-service training.
7. Provide peer-level training on the CLETS/NCIC system use, regulations, policies, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers.

Either the CA DOJ or the Subscriber may, upon 30 days notice in writing, discontinue service. This Subscriber Agreement shall be renewed when the agency head changes or immediately upon request of the CA DOJ.

Michael Kilburn
Agency Head Name


Agency Head Signature

Chief of Police
Title

2/24/2019
Date



CLETS CHANGE REQUEST

Department of Veterans Affairs Police

Agency Name

10535 Hospital Way

Address

Mather, CA

City

95655

Zip Code

Michael Molitor Lieutenant (ACC)

Name and Title of Person Requesting Change

CAVA01000

ORI Number

(916) 366-5401

Agency Telephone Number

Sacramento

County

(916) 843-9347

Telephone Number

Check if Change in Agency Address and/or Telephone ☐

COMPLETE ALL AREAS REQUIRING CHANGE

Agency Head (If new designation, complete a new Subscriber Agreement)

Michael Kilburn

Name

(916) 843-7281

Telephone Number

10535 Hospital Way

Address

(916) 843-7263

Fax Number

michael.kilburn@va.gov

Email Address

Agency CLETS Coordinator (ACC) (If new designation, prior ACC or Agency Head must sign this form)

Name

Telephone Number

Address

Fax Number

Email Address

Security Point of Contact (SPOC):

Name

Telephone Number

Address

Fax Number

Email Address

NCIC/ORION Information

Telephone Number

Alternate Telephone Number

Fax Number

Alternate Fax Number

Please use the separate Hit Confirmation Data form for providing hit confirmation information changes.

Signature of ACC or Agency Head

Date

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